



600.08 Staff Meetings

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600.08-1 Policy

In order to effectively maintain an effective system of communication within the Hendry County Sheriff's Office Corrections Division, there will be regular meetings between the Jail Administrator and the supervisors of all functional areas, and between heads of all functional areas and their key staff members. Such meetings are to be conducted at least monthly with formal documentation of the proceedings.

600.08-2 Corrections Division Command Staff Meetings

- I. Division command staff meetings shall convene at Hendry County Sheriff's Office on a monthly basis, date and time to be announced.
- II. Attendees will include the Jail Administrator, Corrections Division Lieutenant, Shift Sergeants, Health care and contract food services directors, and others as required.
- III. Participants shall present a verbal status relative to their areas of responsibility and other matters of concern.
- IV. The Jail Administrator may discuss policies and programs, directives, and matters of general interest to the group.
- V. Documentation of the meeting and minutes will be made and distributed to all concerned in a timely manner.

600.08-3 Supervisory Staff Meetings

- I. General supervisory staff meetings will be held at the HCSO, date and time to be announced, to discuss matters of interest.
- II. The meeting will be chaired by the Jail Administrator, or designees and any others deemed necessary by the Jail Administrator or designee.
- III. Documentation of the meeting and minutes shall be made and distributed to all concerned in a timely manner.

600.08-4 Other Section Meeting

In order to further communications between staff, other sections or units may schedule meetings on a regular basis or on an as needed basis.

600.08-5 Shift Briefing

Shift briefings are not conducted due to the scheduling format. The shift supervisor will ensure that individual briefings are given to all staff and will consist of the reading of assignments, orders and new procedures, memoranda, relaying pertinent information, personnel inspections, staff safety procedures or changes, security device issues, inmate security issues, sanitation, recognition, training, and general communications. All information listed will be given to the oncoming shift supervisor.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

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